

AGENDA

The City of Rolla
Planning & Zoning Commission
City Council Chambers, 1st Floor
901 North Elm Street
Tuesday, October 14, 2025 at 5:30 PM

Commission Members:

Chairman Russell Schmidt, Secretary/Vice-Chairman Monty Jordan, City Council Representative Nathan Chirban, Kevin Crider, Janece Martin, Monte Shields, Steve Davis, Don Morris, Lister Florence

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning

Commission meeting held on Tuesday, August 12, 2025 (the

September 9, 2025 meeting was cancelled)

- II. REPORT ON RECENT CITY COUNCIL ACTIONS:
 - 1. <u>CUP25-02:</u> Conditional Use Permit to allow an Agricultural Business Use (golf driving range) in the R-1, Suburban Residential district at 1905 Country Ridge Rd
- III. PUBLIC HEARING:
 - 1. <u>ANX25-01:</u> Voluntary Annexation of certain property in Section 35, Township 38 North, Range 8 West into the City of Rolla corporate limits and assigning R-3, Multi-family Residential zoning for the Audubon Ridge development
- IV. NEW BUSINESS: NONE
- V. OLD BUSINESS: NONE
- VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:
 - 1. Introduction of Keith Riesberg, City Administrator
- VII. CITIZEN COMMENTS:

NEXT MEETING DATE: Tuesday, November 10, 2025

MINUTES ROLLA PLANNING AND ZONING COMMISSION MEETING ROLLA CITY HALL COUNCIL CHAMBERS TUESDAY, AUGUST 12, 2025

Presiding: Russell Schmidt, Chairperson

Commission Members Present: Nathan Chirban, Kevin Crider, Steve Davis, Monty

Jordan, Janece Martin & Don Morris

Commission Members Absent: Monte Shields & One Vacancy

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning

Commission meeting held on Tuesday, July 15, 2025. The minutes are approved unanimously by a voice vote.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:

1. **ZON25-05:** Rezoning (Map Amendment) of 931 Meriweather Rd from R-3, Multifamily Residential to the P, Public district.

City Planner Tom Coots presents the report.

III. PUBLIC HEARING:

1. <u>CUP25-02:</u> Conditional Use Permit to allow an Agricultural Business Use (golf driving range) in the R-1, Suburban Residential district at 1905 Country Ridge Rd.

Chairperson Schmidt opens the public hearing at 5:31.

City Planner Tom Coots presents the staff report.

There was a discussion regarding who owns the entrance road, how much of the road needs to be widened and who will be responsible for the maintenance of the road.

Chairperson Schmidt asks for citizen comments at 6:01.

Tim Davis residing at 1858 Country Ridge Road shared he doesn't have an issue with the driving range, he is mostly concerned with the amount of additional traffic it will create.

Amy Davis residing at 1858 Country Ridge Road shared that her concern is the traffic off Osage drive and the gravel drive is not currently wide enough for two cars to pass by each other.

City Planner Tom Coots passes out a letter from McBride Homes to all Commission members in attendance.

There was a discussion on lighting, hours of operation, road width, maintenance of the road, signage and netting.

The public hearing was closed at 6:20.

A motion was made by Martin and seconded by Jordan to recommend City Council approves the Conditional Use Permit to allow an Agricultural Business Use (golf driving range) in the R-1, Suburban Residential district at 1905 Country Ridge Road with the conditions of the staff report as amended.

1. The conditional Use Permit expires three (3) years after the date of approval unless an extension is approved by the Planning and Zoning Commission. The Commission may review the use to determine if any modifications are needed to the site and/or conditions of approval to mitigate any impacts to surrounding

- property owners. In addition, the gravel parking and access will be reviewed at that time.
- 2. After construction of the facility and prior to commencement of the use, the Community Development Director, or designee, must inspect the site to determine compliance with all requirements of the Conditional Use Permit and applicable city codes.
- 3. The use is limited to daylight hours and the addition of site lighting is prohibited.
- 4. Expansion of the facilities to provide additional tee boxes, outdoor lighting, or construction of buildings/structures will require approval of an amended Conditional Use Permit.
- 5. The gravel access road must be improved/constructed and maintained to comply IFC Appendix D as a fire access road. In lieu of providing a mid-way turnaround, the road must be constructed to be 26 feet in width.

A roll call vote on the motion showed the following. Ayes: Chirban, Crider, Davis, Jordan, Martin and Morris. Nays: None. Absent: Shields. The motion passes.

IV. NEW BUSINESS: NONE

V. OLD BUSINESS: NONE

VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE OR STAFF:

NONE

VII. CITIZEN COMMENTS:

NONE

Meeting adjourned: 6:25 p.m.

Minutes prepared by: Cindy Brown

NEXT MEETING: Tuesday, September 9, 2025



Report to:

Planning and Zoning Commission

Case No.: ANX25-01

Meeting Date: October 14, 2025

Subject: Annexation and Assignment of Zoning: Certain property in Section 35, Township 38

North, Range 8 West into the City of Rolla corporate limits and assigning R-3, Multi-

family Residential zoning for the Audubon Ridge development

Background: The applicant seeks to voluntarily be annexed into the city limits. Annexation would

allow for access to utilities necessary for development of the property. The applicant also requests that the property be assigned R-3, Multi-family Residential zoning at the

time of annexation. The R-3 district would allow for the planned multi-family

development. The portion of the property already within the city limits is zoned R-3.

A portion of the property to be developed is already within the city limits. About 17 acres are requested to be annexed at this time. The entire tract is about 77 acres. The first phase of the development is planned to include about 25 (8 acres is already within the city limits) acres of the property. A draft of the proposed Preliminary Plat is included as an exhibit to give context for the annexation and allow the Planning and Zoning Commission the opportunity to review prior to the official public hearing following the approval of the annexation by City Council. The proposed first phase of the

development would include 44 lots, which would be intended for development mostly

as 4-plex multi-family units.

The subject property was developed as a mobile home park around 1975. The mobile

home park was discontinued in 2018.

Application and Notice:

Applicant/Owner - Mike Woessner, Managing Member of Woods Mill Development, LLC

Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus;

signage posted on the property; https://www.rollacity.org/agenda.shtml

City Council Date - October 20, 2025

Property Details:

Current zoning - Unincorporated Phelps County; proposed to be assigned zoning of R-3, Mult-family

Residential

Current use - Vacant (former mobile home park)

Proposed use - Multi-family development (proposed 4-plex apartments on individual lots)

Land area - 17.29 acres

Public Facilities/Improvements:

Streets - The subject property has access to Vichy Rd, a collector road, via Woodcrest Drive, a

local street; and White Columns Drive, a collector road, via a fire access road (for the

first phase of development; to be connected by public street in future phase).

Sidewalks - No sidewalks are located adjacent to the property. Sidewalks will be required to be

constructed within the development.

Utilities - The subject property appears to have access to all needed public utilities. The developer

will be required to extend utilities within the development. RMU intends to extend

water and electric utilities to the property.

Comprehensive Plan: The Comprehensive Plan does not designate the area as being within the Urban Growth

Area for the city. As such, the Comprehensive Plan does not designate any suggested future land use for the subject property. The Comprehensive Plan was adopted in 2006.

A new Comprehensive Plan is currently being developed.

Discussion: The annexation would allow for the redevelopment of the property. The proposal was

reviewed by the Development Review Committee and no objections to the annexation were made. The subject property is contiguous with the current city limits. The development would actually help address issues with connectivity of streets and utilities in the area. The White Columns Drive area and Vichy Rd area are disconnected from

each other, except by backtracking a few miles away from Rolla by county roads.

Utilities that are located in the area have capacity to serve the property. Although the development itself will create additional vehicle traffic, the future connection to White Columns Drive will allow an alternative route for residents and those living in the

vicinity.

The Comprehensive Plan does not designate the property as being within the Urban Growth Area. Generally, the Urban Growth Area is the area that is near the city limits that could easily be served by city utilities and services. Given that the property can be well-integrated into the city and provide improved connectivity for existing areas of the city, the property does seem appropriate to be annexed despite not being within the

designated Urban Growth Area.

The property requested to be annexed is adjacent to the portion of the property that is within the city limits, and zoned R-3, Multi-family Residential. Many properties in the vicinity are also zoned R-3.

Findings:

- 1. The applicant has submitted a petition for voluntary annexation into the corporate limits of the city.
- 2. The utilities in the area have capacity to serve the property, however, some utilities will be extended to and within the property.
- 3. The Comprehensive Plan does not designate the subject property as being within the Urban Growth Area or suggest an appropriate land use.
- 4. The development of the subject property would improve connectivity for streets and utilities for areas within the city limits.
- 5. The property is adjacent to the city limits.
- 6. The property is located adjacent to properties which are zoned R-3, Multi-family Residential.

Alternatives:

- 1. Find the request meets the criteria for approval and recommend the City Council approve the request for voluntary annexation and assignment of R-3, Multi-family Residential zoning for the subject property.
- 2. Find the request meets the criteria for approval and recommend the City Council approve the request for voluntary annexation, but recommend another zoning designation for the subject property.
- 3. Find that the proposed annexation is not an appropriate and recommend that the City Council deny the request.
- 4. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

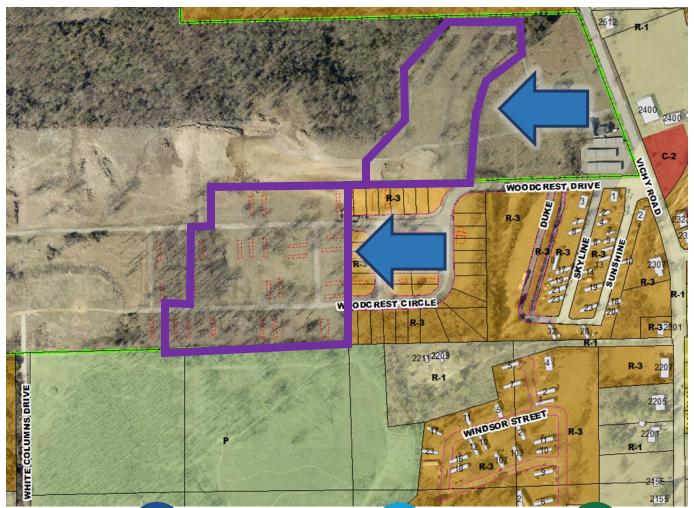
Prepared by: Tom Coots, City Planner

Attachments: Public Notice Letter, Survey Exhibit, Draft Development Agreement, Draft Preliminary

Plat



PUBLIC NOTICE





Case No: ANX25-01

Location: 1 Woodcrest Circle

Applicant: Woods Mill Development, LLC

Request:

Annexation into the city limits of the City of Rolla and assigning a zoning of R-3, Multi-

family Residential



Public Hearings:

Planning and Zoning Commission

October 14, 2025 5:30 PM

City Hall: 1st Floor

City Council October 20, 2025 6:30 PM

City Hall: 1st Floor



For More Information Contact:

Tom Coots, City Planner tcoots@rollacity.org

(573) 426-6974 901 North Elm Street City Hall: 2nd Floor 8:00 – 5:00 P.M. Monday - Friday



Who and What is the Planning and Zoning Commission?

The Planning and Zoning Commission is an appointed group of citizens from Rolla who are charged with hearing and deciding land use applications, such as zoning and subdivisions. The Commission takes testimony and makes a recommendation to the City Council.

What is an Annexation?

An annexation is the changing of the city limits to include additional areas. Once within the corporate limits of the City of Rolla, a property is subject to the laws of the City of Rolla and is eligible for services provided by the City of Rolla.

How Will This Impact My Property?

Each case is different. Adjacent properties are more likely to be impacted. Please contact the Community Development Office at (573) 426-6974 if you have any questions.

What If I Have Concerns About the Proposal?

If you have any concerns or comments, please try to attend the meeting. You may learn details about the project at the meeting. You will be given an opportunity to ask questions or make comments.

What If I Cannot Attend the Meeting?

Please try to attend the meeting if you have any questions or concerns. However, if you are unable to attend the meeting, you may provide written comments by letter or email. These comments will be presented to the Commission.

What If I Have More Questions?

Please contact the Community Development Office if you have any additional questions.



INSERT





DEVELOPMENT AGREEMENT		
Date of Document:		
Grantor:	Woods Mill Development L.L.C.	
Grantee:	City of Rolla	
Mailing Address:	1703 North Bishop, Rolla, MO 65401	
Legal Description:	Page 2	
Reference Book and	I Page(s):	

DEVELOPMENT AGREEMENT For Audubon Ridge

THIS DEVELOPMENT AGREEMENT is entered into this _____ of _____, 2025, by Woods Mill Development LLC (hereinafter "Developer") with the City of Rolla, Missouri, a municipal corporation (hereinafter "City").

WHEREAS, Woods Mill Development LLC has proposed a residential on property owned by Woods Mill Development LLC located on Woodcrest Drive (to be renamed to Audubon Drive) and partially outside the City of Rolla, Missouri (hereinafter the "Property"); and

WHEREAS, Woods Mill Development LLC plans to annex the property for said development as a subdivision, zoned R-3 Multi-family; and

WHEREAS, Woods Mill Development LLC has submitted a preliminary layout for the entire property to be developed (attached hereto as Exhibit A); and

WHEREAS, in order to ensure safe and adequate access in the future to the property and the area, and to mitigate the impact on the public road system as development occurs on the property, the parties agree that approval of annexation and zoning of the property should be subject to the terms of this agreement between Woods Mill Development LLC and the City; and

WHEREAS, by voluntarily entering into this agreement, Woods Mill Development LLC and the City, in accordance with the preliminary layout described above, intend to further define their duties and responsibilities to ensure that their respective actions are coordinated in order to meet the shared objectives and minimize uncertainties and delays in the development process; and

NOW, THEREFORE, in consideration of the foregoing recitals and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The terms of this agreement apply to the following property and all portions thereof:

All of LOUGHRIDGE'S WOODCREST, Rolla, Missouri, and, a fractional part of WOODCREST SUBDIVISION, Phelps County, Missouri, and, a fractional part of the South Half of Section 35, Township 38 North, Range 8 West of the 5th P.M. described as follows: Beginning at the Northeast Corner of the Southwest Quarter of the Southeast Quarter of said Section 35; thence North 88°12'30" East, 67.79 feet along the North line of said Southwest Quarter of the Southeast Quarter to the northwest corner of a parcel described in Phelps County Deed Records at Document No. 2015-4938; thence South 9°12'30" West, 137.62 feet, and, South 47°24'10" West, 239.02 feet, and, South 18°02'40" West, 152.66, and, South 5°11'20" West, 225.83 feet, all along the westerly line of said Document No. 2015-4938 parcel to the North line of the aforesaid LOUGHRIDGE'S WOODCREST; thence North 88°31'20" East, 99.93 feet along said North line to the northeast corner of said

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LOUGHRIDGE'S WOODCREST; thence South 0°16'30" West, 659.74 feet along the East line of said LOUGHRIDGE'S WOODCREST to the Township Line; thence South 88°27'50" West, 546.94 feet, and, South 88°29'00" West, 757.19 feet, all along said Township Line; thence North 1°28'40" West, 137.82 feet; thence South 88°31'30" West, 509.77 feet; thence southwesterly, 38.95 feet along the arc of a curve, concave southeasterly with a radius of 25.00 feet, the chord of which is South 43°53'20" West, 35.13 feet; thence South 0°44'40" East, 112.72 feet to the aforesaid Township Line; thence South 86°40'10" West, 29.95 feet, and, South 88°32'30" West, 30.13 feet, all along said Township Line; thence North 0°44'40" West, 113.04 feet; thence northwesterly, 39.59 feet along the arc of a curve, concave southwesterly with a radius of 25.00 feet, the chord of which is North 46°06'40" West, 35.58 feet; thence South 88°31'30" West, 9.76 feet; thence North 1°25'30" West, 60.00 feet; thence North 88°31'30" East, 679.03 feet; thence northeasterly, 31.42 feet along the arc of a curve, concave northwesterly with a radius of 20.00 feet, the chord of which is North 43°31'30" East, 28.28 feet; thence North 1°28'40" West, 224.55 feet; thence northwesterly, 31.42 feet along the arc of a curve, concave southwesterly with a radius of 20.00 feet, the chord of which is North 46°28'40" West, 28.28 feet; thence North 1°28'40" West, 60.00 feet; thence North 88°31'30" East, 90.00 feet; thence North 1°28'40" West, 138.54 feet; thence North 88°32'30" East, 674.00 feet; thence North 1°28'40" West, 77.20 feet; thence North 36°56'40" East, 257.94 feet; thence North 0°18'30" West, 219.58 feet; thence North 45°01'00" East, 236.70 feet to the North line of the Southeast Quarter of the Southwest Quarter of the aforesaid Section 35; thence North 88°51'20" East, 289.43 feet along said North line to the point of beginning. Above described tract contains 25.85 acres, more or less, per plat of survey J-2347P, dated September 2, 2025, by CM Archer Group, P.C.

- 2. The parties agree that the Developer will follow all City of Rolla rules and regulations unless explicitly provided for in this agreement.
- 3. Electrical Distribution. The City, through the Rolla Municipal Utilities, shall provide the development with electric distribution. The Developer shall be responsible for adequate site grading prior to installation of the underground electric distribution system improvements. The Developer shall provide adequate space for electric distribution system equipment including, but no limited to, padmounted switch(es), padmounted junction cabinet(s), padmounted transformers, and secondary pedestals. Rolla Municipal Utilities shall install roadway lighting for streets in City rights-of-way in accordance with the standards of Rolla Municipal Utilities at the time of development.
- 4. Water Service. The City through the Rolla Municipal Utilities shall exercise its option with Public Water District Number 2 of Phelps County as outlined in the Stipulation and Consent Judgment in Case No. 4:97CV01854ERW in the United States District Court for the Eastern District of Missouri Eastern Division and provide the development with water service. The developer shall be responsible for the design and installation of water service in accordance with City standards. Any existing wells on the property must be closed in accordance with local and state requirements before water service will be provided to any location on the Property.

- Solid Waste Service. The City of Rolla will provide this service with a roll out trash cart for each individual dwelling unit.
- 6. Public Improvements.
 - A. The parties agree that the public improvements for the development shall be made in accordance with all applicable city ordinance requirements and subject to the City's inspection and approval. The Developer shall be responsible for obtaining approval for any portion of the improvements that require approval from other state or applicable jurisdictions
 - B. A public street connection to White Columns Drive must be provided within 6 months after the first 100 housing units are developed. Any required traffic impact studies will be completed by city staff.
 - C. Existing roadways must be brought up to City standards before they will be accepted for maintenance in accordance with the pavement condition report. A copy of said report is being attached hereto and marked Exhibit B. Rollover Curb will be approved for this development in accordance with the city standard 200.
 - D. Water distribution system improvements: A looped water system must be provided within 6 months after the first 100 housing units are developed.
 - a. Water Distribution System Extensions to the Property that are subject to the responsibility of Rolla Municipal Utilities (Indicated in Exhibit A).
 - i. Vichy Road to the Property: The anticipated location of a new main to the Property from Vichy Road is to a location at the northeast portion of the Property. Installation of such will require granting of easements from the adjacent property owner(s) and will be subject to if site conditions allow for practical installation of a water main in the alignment proposed. If site conditions, layout of improvements on the Property, and or easement acquisition do not allow for construction of the distribution system improvements as indicated then the location of such improvements and costs associated with such will be subject to further discussion between the Developer and Rolla Municipal Utilities. Property owner(s) adjacent to these water distribution system improvements will be subject to the costs associated with installation of this portion of the water system improvements as per the water frontage fees in accordance with standard practices of Rolla Municipal Utilities before water service is provided to the subjected adjacent property(s).
 - i. White Columns Drive to the Property: Rolla Municipal Utilities will be responsible for the installation of water distribution

Commented [RT#1]: I think this should be the same language as any language in the agreement for the secondary fire access road (and if none for the secondary fire access then the timing for the required second public street) since the construction of the water main to the west will likely be very time dependent on the construction of the access road or street.

- system improvements along White Columns Drive to the Property. Property owner(s) adjacent to these water distribution system improvements will be subject to the costs associated with installation of this portion of the water system improvements as per the water frontage fees in accordance with standard practices of Rolla Municipal Utilities.
- iii. White Columns Drive to Cardinal Street: While normally Rolla Municipal Utilities is responsible only for extending the water main to a developing property in this case Rolla Municipal Utilities is open to installation of water system improvements within the property from the current end of White Columns Drive along Trail Side Drive to Cardinal Drive. Property owner(s) adjacent to these water distribution system improvements will be subject to the costs associated with installation of this portion of the water system improvements as per the water frontage fees in accordance with standard practices of Rolla Municipal Utilities before water service is provided to the subjected adjacent property(s) if these improvements are constructed by Rolla Municipal Utilities. The timing of installation of these improvements is subject to coordination with the Developer since adequate site work must first be completed by the Developer before water distribution system improvements are constructed so that RMU does not have to perform unnecessary site work in advance of construction or after construction is completed. The Developer must also provide right-of-way where the improvements can be constructed prior to construction commencing. If it is determined at a later date that these improvements that were installed in coordination with the developer (ie: depth, alignment, location of hydrants, etc) must be relocated for the benefit of the Developer then Developer, or future property owner, will be responsible for all costs for such changes shall change(s).
- b. Water distribution system improvements within the Property not otherwise described above are to be constructed by the Developer in accordance with standards of Rolla Municipal Utilities in place at the time of development. The Developer shall be responsible for acquisition of approval of plans and specifications for a waterline extension from the Missouri Department of Natural Resources.
- E. The developer may install public sidewalk connections (8 feet wide minimum) from Trail Side Drive to Audubon Park. If the developer elects to install the sidewalk connections the parks fee-in-lieu payment shall be reduced at a rate of \$6.00 per square foot of sidewalk installed. All other park fees shall be in accordance with Chapter 42-515 of the Rolla City Code.

Commented [RT#2]: I think we need to talk through with the Developer what they think they may construct in the section for that is west of the drawing provided and what will be planned for all of this section of this main.

- -Surface restoration: My assumption is that this all needs to be constructed after initial grading but before the street work so that the water main work will not require specific surface restoration.
- Services: If the developer or RMU will be installing service lines and related up to, but no further than, the meter pit. If installed by RMU it will be additional costs added to the frontage fee and will require coordination with street construction for the street crossings. If the lots not included in this phase will be 4-plexes (and therefore 4 meters) or something else.

- F. The City will make all reasonable efforts to assist the developer with the renaming of Woodcrest Drive to Audubon Drive.
- Easements. All necessary easements will be dedicated to the city-by a future subdivision plat.
- 8. Property Owner's Association Streets. All common open space and improvements shall be protected by legal arrangements that are satisfactory to the City and sufficient to assure their maintenance and preservation for the purposes intended. Covenants or other legal arrangements shall specify ownership of the common open space and common improvements, method of maintenance, responsibility for maintenance, maintenance taxes and insurance; compulsory membership and compulsory assessment provisions; guarantees that any association formed to own and maintain common open space and common improvements will not be dissolved without the consent of the City, and other specifications deemed necessary by the City and consistent with Chapter 42-218 through 42-218.3 of the Rolla City Code.
- 9. Planning and Zoning. The parties agree that the developer will annex the property into the City consistent with current annexations laws regarding voluntary annexations and will file a petition for such within 90 days of this agreement. The City will support and the zoning will be established withas a Multi-Family (R-3) zoning classification. The developer further agrees that no more than 44 residential lots will be developed in Phase 1.
- 10. Applicable Standards and Approvals. All of the improvements outlined herein shall be made in accordance with all applicable city ordinance requirements, with the exception of those outlined in this agreement. The Developer shall be responsible for obtaining approval for any portion of the improvements that require approval from other state or applicable jurisdictions.
- 11. Recording of Agreement. City agrees to record this agreement with the Phelps County Recorder's Office and agrees to pay the costs of said recording. The Covenant herein shall run with the land as described above and shall be binding and inure to the benefit of the parties hereto and their successors and assigns and on any future and subsequent purchasers.
- 12. Complete Agreement. This agreement shall constitute the complete agreement between the parties and any modification shall be in writing and signed by both parties.
- 13. Severability. Any provision of this agreement which is not enforceable according to law will be served herefrom, and the remaining provisions shall be enforced to the fullest extent permitted by law.

from the respective parties to	epresent that they each have the authority and capacity of execute this agreement. This agreement shall not be arties and approved by ordinance duly enacted by the colla, Missouri,
	rrties. The terms of this agreement shall be binding on spective successors in interest.
	party at its option may terminate this agreement in y has not been annexed by the city within 180 days f this agreement.
DI WITNESS WHEREOF (1)	
above.	o have executed this agreement on the date first written
APPROVED:	
ATTEST:	Mayor
City Clerk	
APPROVED AS TO FORM:	
City Counselor	
	Woods Mill Development LLC
	Managing Member

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